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ASSESSMENT REGISTRATION COLLECTION: OVERVIEW

SECTION I: PURPOSE OF COLLECTION

The purpose of the Assessment Registration Collection is to generate labels for the State CRT test in March. To ensure that as many students as possible have a computer generated label, schools need to ensure that all students have been assigned a state student identification number and update enrollment records for all students in the district. Students with a mid-year grade level change will need to have their enrollments records ended (for the old grade) and a new one created (for the new grade). The Test Sort field should also be entered at this time for schools who want their test labels sorted by some means other than school and grade.

New this year is the truancy field. This box should be checked for students who have 10 or more days unexcused absence during the first semester (or first half of school year for students not on a semester track).

Student test labels are a feature of the AIM system, designed to ensure that every student in Montana is tested in accordance with the federal requirements of the No Child Left Behind Act.

SECTION II: KEY COMPONENTS OF DATA COLLECTION

These are the components of the Assessment Registration Collection. We recommend you complete these collections in the order listed.

☐ STUDENT DEMOGRAPHICS

- Student's Legal Name
- Student's Birthdate
- Student's Gender
- Student's Ethnicity

☐ STUDENT ENROLLMENT

- School Code
- Start Date and Status
- End Date and Status (if applicable)
- Current Grade Level
- Test Sort
- Truancy

SECTION III: DATE OF COMPLETION

This collection opens on January 5, 2009 and will close on January 30, 2009. Mid-year grade level changes should be recorded as of the first day of the second semester (or January 19th for schools on a trimester schedule).